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UNITED STATES DEPARTMENT OF AGRICULTURE Food Distribution Administration Washington 25, D. C.

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U.S. DEPARTMAN ALMOULTURE

March 8, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement B

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Documentation of Direct Purchase Negotiations

Unusual circumstances surrounding the supply picture of certain commodities assigned to this Branch, may warrant negotiation of purchases by telephonic communication. It is imperative that these transactions be properly documented. Accordingly the instructions outlined below will be followed in all instances in which a purchase representative of this Branch enters into a contract with a vendor by direct or telephonic negotiation:

- 1. Prior to completion of negotiation the Purchase Representative will prepare a memorandum to the Chief of the Branch setting forth:
 - a. Commodity and quantity involved.
 - b. Reason this purchase method is being used.
 - c. Objective of the Procurement operation.
- 2. The Purchase Representative shall immediately prepare five (5) copies of a contract form. (Specimen copies of acceptable forms attached). A letter to the offerer shall be prepared immediately and forwarded to the Announcement and Contract Section together with the five copies of the contract form, signed by the Division Chief.
- 3. When the offerer has signed and returned the original and four (4) copies of the contract form, the Purchase Representative will indicate acceptance by signing in the appropriate space and proceed as set forth in Special Commodities Branch Memorandum No. 3, Paragraph C.

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UNITED STATES DEPARTMENT OF AGRICULTURE Food Distribution Administration Washington 25, D. C.

Date	
To	
	(Contract number)
	(Program)
The Federal Surplus Commodities Corporation, hereinafter referred to as	
FSCC, hereby agrees to purchase from (Company or Agency)	
hereinafter referred to as the seller, (quantity) of (commodity)	
in accordance with the following terms and conditions:	
1. Price:	
2. Quality:	
3. Inspection: Seller shall furnish at the expense of the FSCC	
certificates of inspection for each delivery. Such certificates will be issued	
by the Food Distribution Administration of the U. S. Department of Agriculture	
or by a person or agency designated by and under the supervision of that	
Administration.	
4. Labels, Packaging, and Marking:	

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5. Delivery:
6. Payment: Payment will be made by the FSCC as soon as practicable after
a correct claim is submitted for any delivery, and payment will be contingent
upon full compliance upon condition set forth herein.
7. Price Ceiling Warranty: Seller represents and warrants that the
price or prices of the commodity to be delivered hereunder do not exceed any
existing applicable maximum price or prices established by the Office of Price
Administration. In the event such price or prices of the commodity shall at
the time of delivery of any commodity hereunder exceed any applicable maximum
price or prices established by the Office of Price Administration, the seller
shall be entitled only to the amount of such established maximum, and shall
refund to the Government all moneys received in payment for such commodity in
excess of such ostablished maximum.
8. Contract of Sale: This purchase order, after execution by an
authorized representative of the FSCC and an authorized representative of the
seller shall constitute the Contract of Sale between the seller and the Federal
Surplus Commodities Corporation.
FEDERAL SURPLUS COMMODITIES CORPORATIO
By:
By Purchase Representative
Title
(Corporate Seal) (if none, so) (state.)

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